



Sandy City Corporation

SPECIAL EVENT APPLICATION - PUBLIC

EVNT# _____

Special Event Permits
801.568.7254
asnyder@sandy.utah.gov

Completed applications with the associated fee **MUST** be submitted a minimum of **45 days prior** to the proposed date for events that do not exchange money/charge fees or a minimum of **120 days in advance** for events that charge fees/exchange money and/or whose attendance is projected to have 1,000 or more of combined participants, staff and spectators.

Applications not received within this time frame may not be granted approval.

This application **DOES NOT** constitute an authorization to proceed until approval is obtained by the Special Event Committee and a valid permit is issued with the signature from an authorized Community Development/Event representative.

APPLICATION FEES

_____ **Park Facility Rental Required:** ☐ Yes, event includes use of Sandy Parks or green space ☐ Park contract attached ☐ No use. If Yes, written approval must be obtained first from the Parks & Recreation Department 801.568.2900 prior to application submission.

\$100.00 Non-Refundable Application Processing Fee Required: Yes (check one): ☐ Commercial Event ☐ For-fee Event ☐ Film
If No (check one): ☐ Sandy School Event ☐ Sandy Church Event ☐ Sandy Neighborhood Event ☐ City Co-sponsored Event

\$50.00 Tent/Canopy Inspection Fee Required: ☐ Yes, tent area 400+ sq. ft. ☐ Yes, canopy area 700+ sq. ft. ☐ No, < 400/700 sq. ft.

_____ *Additional fees may be assessed at the discretion of Sandy for events requesting or requiring city services including police, fire, traffic, EMT's and/or other department support. Fees will be estimated and provided to the applicant for payment prior to permit finalization.

EVENT TYPE

☐ Block Party ☐ Concert ☐ Cycling ☐ Filming ☐ Motorcade ☐ Parade ☐ Run/Walk ☐ Street Fair/Festival ☐ Triathlon
☐ Other (please specify): _____

EVENT INFORMATION

EVENT DATE/S: _____ **EVENT HOURS:** START TIME _____ END TIME _____

NOTE: A limited number of commercially promoted/for-fee events are granted use in Sandy per calendar year and are subject to pre-approved date availability.

SET-UP DATE/S: _____ **TIME/S:** _____ **BREAKDOWN DATE/S:** _____ **TIME/S:** _____

EVENT NAME: _____

EVENT LOCATION/S: _____

EVENT ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

☐ First Time Event ☐ Annual Event in Sandy for _____ Years.

☐ Yes, fee/s will be charged for: Participation \$ _____ Attendance \$ _____ Other \$ _____ Explain _____

☐ No fees will be charged or money exchanged for or at this event.

Overall Event Description (Briefly explain event and activities): _____

ESTIMATED ATTENDANCE: Participants# _____ Spectators# _____ Staff# _____ = **TOTAL#** _____

NOTE: Salt Lake Valley Health Department requires a Mass Gathering Permit for 500+: <http://www.slcohealth.org/programs/foodProtection/massGatheringPermit.html>

APPLICANT INFORMATION

Individual listed must be available to sign the completed permit once approved. Personal information required as well as group affiliation.

APPLICANT NAME: _____ **CELL PHONE:** _____

STREET ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

MAILING ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

HOME PHONE: _____ **BUSINESS PHONE:** _____ **FAX:** _____

EMAIL ADDRESS: _____

SPONSORING ORGANIZATION: _____

AFFILIATION/TITLE: _____

ORGANIZATION ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **WEBSITE ADDRESS:** _____

Organization is currently registered as a "Non-profit" with either the IRS or Utah State: ☐ No ☐ Yes - A copy of recorded designation paperwork is attached.



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OPERATIONAL - PART A

ROAD CLOSURES & TRAFFIC SUPPORT

A site map depicting closures and/or proposed event route MUST be included with application

Required Site/Route Map is Attached ☐ YES

Complete Road Closure request?
NO ☐ YES ☐

Partial Road Closure request?
NO ☐ YES ☐

Rolling Road Closure request?
NO ☐ YES ☐

Names of streets for closure request :

Street:	Between:	And:
Street:	Between:	And:
Street:	Between:	And:
Street:	Between:	And:

Description of reason for closure: _____

Note: If event closure/s impact surrounding neighborhoods or area businesses the city may require additional approvals or noticing.

Proposed Days of Closure: (Including setup and breakdown)	Start Date:	Re-open Date:	Proposed Time of Closure: (Including setup and breakdown)	Start:	End:
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PARADE / RACE INFORMATION

Assembly Area:	Disbanding Area:	# of Entrants Anticipated:
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Letter/s of permission by owner/s for use of any private property facilities are attached. : NO ☐ YES ☐

Does the event cross over city boundaries? NO ☐ YES ☐ - List all: _____

Note: Applicant subject and responsible to obtain permit approval/s from each city/county for a cross over event.

PUBLIC FACILITY - PARKS OR TRAILS USE

A copy of the paid Sandy Parks contract with proposed event site plan MUST be included with application

<input type="checkbox"/> NO <input type="checkbox"/> YES	Specify Park/s: <input type="checkbox"/>	<input type="checkbox"/>
Check and complete any or all that apply :	Specify Trail/s: <input type="checkbox"/>	<input type="checkbox"/>
	Specify Other: <input type="checkbox"/>	<input type="checkbox"/>

EVENT PARKING

A site plan showing all event parking areas and the number of utilized spaces MUST be included with application

Description of Parking Accommodations: _____

Event parking will be on private property? NO ☐ YES ☐ - Written permission from owner of each private parking area with approved # of spaces is required.

Required parking site map attached: NO ☐ YES ☐

Private property permission/s attached: NO ☐ YES ☐ _____

Will there be transportation services to and from event/parking lots? NO ☐ YES ☐ - Provider Name: _____

TEMPORARY STRUCTURES & IMPROVEMENTS

A site plan showing the event layout including but not limited to the following is REQUIRED with application

Required Site Map is Attached: ☐ YES

If any tents or canopies will be used at your event, please provide the number, dimensions and totals for each.

☐ Tents (with walls): # _____ with dimensions of _____ x _____ & # _____ with dimensions of _____ x _____ Tent total _____ sq. ft.

☐ Canopies (without walls): # _____ with dimensions of _____ x _____ & # _____ with dimensions of _____ x _____ Canopy total _____ sq. ft.

If tents/canopies are obtained from a rental company, a copy of your rental agreement with canopy specifications is required. Attached YES ☐ N/A ☐

Company Name _____ Contact _____ Phone _____

☐ Bleachers ☐ Temporary Lighting ☐ Stage/s ☐ Trailer/s ☐ Amplified Sound ☐ Inflatables ☐ Structures > 6' high

☐ Generators ☐ Projectiles : _____ ☐ Flammable Materials: _____

☐ Fireworks: _____ Official Use: ☐ \$140.00 permit is required with accompanying inspections.

Purpose: _____

NOTE: Salt Lake Valley Health Department may require additional public facilities (i.e. restrooms, hand washing stations, etc.) depending on the size, scope and nature of the proposed event. Events projected to have participants/attendees of 500+ should include these items on the site map per the Temp Mass Gathering standards.



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OPERATIONAL - PART B

Time-line REQUIRED with application

A complete time-line of event is required at application and MUST include ALL proposed event activities with their respective times from set-up to take down. This overview is essential for Committee review.

Required Time-line of the Event is Attached ☐ YES

SAFETY - SECURITY

Requests for city services are subject to availability, fees and/or approval

Event applicants are advised to address and provide security and crowd control specifics, fire district and access information and First Aid/EMT requirements.

*POLICE ATTENDANCE/SUPPORT IS REQUESTED OR REQUIRED ☐ YES ☐ NO

If yes, provide description: _____

Number of officers _____ x Number of hours _____ = _____ Official Use: _____ X _____ Hourly Rate =\$ _____

*FIRE DEPARTMENT ATTENDANCE/SUPPORT IS REQUESTED OR REQUIRED ☐ YES ☐ NO

Check any/all that apply: ☐ Ambulance ☐ EMT's ☐ Fire engine ☐ Other: _____

If yes, provide description: _____

Number of EMT's _____ x Number of hours _____ = _____ Official Use: _____ X _____ Hourly Rate =\$ _____

Will EMT's requested be on-site at the event location? ☐ YES (Location/s must be included on site-map provided) ☐ NO

Explain: _____

If NO, please provide the name and contact information of the company services are contracted with.

Company Name: _____ Contact _____ Tele _____

FOOD AND MERCHANDISE SALES

WILL THIS EVENT INCLUDE VENDORS? YES ☐ NO ☐

Will there be sale of merchandise? YES ☐ NO ☐

Describe item(s) for sale _____

Will food be sold? YES ☐ NO ☐ If so, what? _____

Will complimentary food be served? YES ☐ NO ☐ If so, what? _____

Will food items be prepared off site? YES ☐ NO ☐ Explain _____

Will food items be cooked at event? YES ☐ NO ☐ Explain _____

Will beverages be served? YES ☐ NO ☐ If so, what? _____

A full list of vendors must be provided by the applicant 30 prior to the event date.

All vendors must obtain a Sandy City Business License and a Salt Lake Valley Food Service Permit and are subject to fees and inspection.

TEMPORARY SIGNS

Will there be temporary signs at the event? YES ☐ NO ☐ If yes, please attach a sign plan describing content, sizes and location(s).

Additional permits may be required.

MARKETING OF EVENT

Promotion, marketing or advertisement of an event prior to permit issuance is at the risk of the applicant

Who is the target market for this event? _____

Where is the target market for this event? Local ☐ Regional ☐ National ☐ International ☐

Will this event be televised? YES ☐ NO ☐

If yes, describe coverage, dates and times: _____

List print advertisements including newspapers and magazines _____



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ACKNOWLEDGEMENT AND AGREEMENT

INSURANCE REQUIREMENTS

Evidence of the required insurance must be submitted no less than 15 working days prior to the event setup date

At the discretion of Sandy Risk Management, an applicant for a Special Event Permit may be asked to possess or obtain special event commercial general liability insurance. The policy must protect Sandy City Corporation, the applicant, and anyone directly employed by either of them. The insurance must provide coverage for premises, operations, acts of independent contractors and completed operations during the event time period. The event time period includes the date(s) of the setup, scheduled event, take down and clean-up operations. The coverage must be indicated on the certificate of insurance as "Special Event" coverage in the "Description of Operations" or the insurance company must supply the City with the original insurance policy evidencing the "Special Event" coverage.

EVIDENCE OF THE REQUIRED INSURANCE MUST BE SUBMITTED NO LESS THAN 15 WORKING DAYS BEFORE THE EVENT SETUP DATE.

The event permit may be cancelled if the city does not receive such evidence by the deadline.

It is the applicant's responsibility to see that their insurance company/agent receives the proper instructions and forwards the proper evidence of insurance to the city by the deadline.

Questions to Sandy Risk Management 801.568.7184

POLICY INSTRUCTIONS

- Minimum coverage of two million (\$2,000,000) per occurrence with a three million dollar (\$3,000,000) general aggregate.**
If governmental immunity limits are subsequently altered by legislation or judicial opinion, the applicant must provide a new certificate of insurance within 30 days after being notified thereof in writing by the City, certifying coverage in compliance with the modified limits or, if new limits are specified, in an amount acceptable to the City.
- The insurance must be issued by an insurance company licensed to do business in the State of Utah and either:**
(a) currently rated A – and a rating of IX or better by A.M. Best Company; or (b) listed in the United States Treasury Department's current "Listing of Approved Sureties". (Department Circular 570), as amended.
- The policy or endorsement must name as an additional insured Sandy City Corporation, 10000 Centennial Parkway, Sandy, UT 84070 its officers, employees, agents and as required, any other public entity involved in the event. The title of the event and the date(s) inclusive of setup/breakdown must be clearly stated on the certificate of insurance.**
- If any work for the event is subcontracted to a separate company, the applicant must require the subcontractor to provide special event general liability insurance, with the City as an additional insured, in the required amounts.**
- The certificate and policy must provide that coverage shall not be cancelled or modified without providing 30 days prior written notice (10 days in the case of failure to pay premiums) to the City in a manner approved by the City Risk Manager.**
- Insurance – Event applicant agrees to carry insurance which shall be the primary insurer as required on this sheet above. Acceptable proof of such insurance shall be provided to the city PRIOR to the city granting full approval of this application and issuing a Special Event Permit.**

NOTE: Additional coverage may be required given the nature of a proposed event.

RULES AND REGULATIONS

- To insure prompt and accurate processing of your application, ensure that ALL relevant support materials and documentation accompanies application. Failure to do so will constitute an incomplete application and may delay review.
- A complete application requires an event site plan that includes but may not be limited to the following: An overall event timeline from setup until breakdown, entrance/exits, walkways, fire lanes, event route, event headquarters, EMT stations, delivery locations, activity locations, police, security & crowd control plan, tents, stages, bleachers, power sources, cooking facilities, temporary structures, portable and fixed toilets, washing stations, water stations, solid waste and recycle containers, street closures, barricades, signs, etc.
- If a street closure is required and approved for an event, the arrangement and expense of the proper devices are borne by the event promoter and/or applicant.
- The applicant(s) shall assume and reimburse the city for any and all costs and expenses determined by Sandy City Corporation such as City's staff time if required at event; additional garbage or waste in city receptacles or storm drains; providing, erecting or moving equipment such as barricades, directional or event signs or garbage/waste receptacles. Sandy City Corporation may additionally require a cleaning deposit for commercial for-fee events or those exceeding 1,000+ participants with attendees, participants and spectators.
- After a completed application is received, the Special Event Committee may set up a meeting to discuss your event.
- Sandy City will review the request for Special Event to ensure that your rights and the rights of others can be maintained. Upon review, there may be conditions of approval attached to the permitted use. You must comply with any and all conditions to conduct this event.**
- Indemnification/Liability – Event participants shall indemnify, defend and hold harmless the City, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity, including attorney fees that may arise out of or result from the event in damages to property, bodily injury or personal injury except to the extent these damages or injuries are caused by the sole negligence of the City.**

AGREEMENT AND SIGNATURE

*I, the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on it's behalf. The information contained herein, including supporting documentation is complete and accurate.
My signature below verifies that I agree to the terms outlined.*

Official Use Only

Signature

Name Printed

Date



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APPLICATION FEE PAYMENT

****Must be included with commercial/for-fee events at the time of submission ****

CREDIT CARD: ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

CREDIT CARD #: _____

SECURITY CODE _____ EXPIRATION DATE _____

BILLING ZIP CODE _____

NAME ON CARD _____

AUTHORIZED USER NAME (If different) _____

This signature authorizes Sandy City to charge the credit card above a one time, non-refundable \$100.00 application fee and when applicable, a \$50.00 tent inspection fee.

SIGNATURE OF AUTHORIZED USER _____

DATE _____